



Job Opportunity

State Controller's Office

Position: Secretary/Office Technician (Typing)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 634, Sacramento, CA 95814

Issue Date: July 7, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Barbara Lilly, (916) 324-9742

Who May Apply:

Candidates currently in the classification, or eligible for lateral transfer or promotion.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-1176-001
051-120-1139-xxx

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general direction from the Chief, Bureau of Fiscal and Business Operations (FBO), the incumbent performs the following duties with a high level of initiative, independence, and originality.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Type, format, edit, and proof various correspondence and reports for the Chief, as well as proof documents received from Unit Managers for the Chief's signature.
- Develop computer applications for forms needed to streamline procedures.
- Screen and prioritize the Chief's mail and phone inquiries, and personally resolve issues not requiring the Chief's direct involvement.
- Maintain the Chief's calendar and schedule meetings, conferences, and travel arrangements for the Chief and Budget Office.
- Serve as back-up support to the Division Chief's assistant.
- Serve as the attendance coordinator for various units within SCO; reconcile warrant registers, process exceptions to payroll/salary advances/action request forms; process IDP/Probation reports; gather proof of various personnel paperwork (i.e., new hire packages, separation/transfer packages), assist personnel specialist with various personnel issues; answer various personnel-related questions received from employees.
- Perform other related secretarial duties to support the Chief and other staff.

Desirable Qualifications

- Strong communication and interpersonal skills
- Strong organizational skills and ability to handle multiple tasks and work well under pressure
- Strong writing and grammatical skills
- Flexible and dependable

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 634

Sacramento, CA 95814

Attn: Barbara Lilly